



CONFIRE

STAFF REPORT

DATE: 8/5/2021

FROM: Art Andres, Director

TO: Administrative Committee

SUBJECT: Messina & Associates Contract Renewal

RECOMMENDATION

Approve contract renewal for data consulting services with Messina & Associates for an amount not to exceed \$40,000. Approval of agreement will be funded from approved funds allocated for consulting services in Operations Fund 5008.

BACKGROUND

This contract will extend the services obtained from Messina & associates in FY 20/21 into FY 21/22. Messina & Associates was retained to assist with a variety of staff development, organizational leadership training and employee development plans (EDP) for CONFIRE staff and leadership. Work has included EDP to create methodologies and process to develop CONFIRE employees toward career goals that are consistent with organizational needs. Many employees utilize Mike to develop a detailed plan that can be carried from one supervisor to another. Plans created have shared responsibility between the employee and their managers/supervisors. Plans have provided for ongoing succession development by providing for an array of internal candidates for each supervisory and managerial opening. Work may include the creation of a Leadership Development Team (LDT).

Additional services provided to Confire will include coaching for managerial and supervisory employees on collaborative leadership and the use of the T.I.L.L Matrix (Technical Skills, Interpersonal Skills, Leadership Skills and Learning) for use with employees to identify areas where specific developmental tools are to be applied. The TILL matrix is designed to be used in conjunction with SWOT analyses (Strengths, Weaknesses, Opportunities and Threats).

This engagement is not to exceed \$40,000. The agreement includes a provision to extend for one additional year if needed.

FISCAL IMPACT

This is a continuation of the original agreement established in FY 2020/21. The fiscal 2021/22 budget will not be adjusted. An evaluation will be made to determine on-going needs in anticipation of developing FY 2022/23 budget which may require an adjustment in the Operations Fund 5008.